University of Massachusetts
Central Administrative Services
Treasurer's Office
http://www.massachusetts.edu/treasurer/index.html

AP Stale Dated Check Resolution Form

Campus AP / Bursar Department Use Only

Campus		Date of Request	
Campus Address			
Requester Name		Campus Phone	

Section A: Check Information

Vendor ID		Payee			
Check Number		Check Date		Check Amt.	

Section B: Re-Issue Payment Information

Payee			
Address			
City		State	Zip

☒**Check Distribution** **Replacement check will be distributed to the payee address provided above.**

Section C: No Re-Issue Journal Entry Information

Business Unit:

Account	Fund	Dept ID	Program	Class	Project/Grant	Line Amount
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Treasurer's Office Use Only

Business Unit	**UMCEN**				
Voucher ID		Re-Issue Check Number		No Re-Issue Journal ID	
Voucher Creation Date		Re-Issue Check Date		Journal Date	

Please FAX Request to Treasurer's Office (774) 455-7592